



Source Reference No. 481
Cable Secretariat History

5 February 1968

MEMORANDUM FOR: Executive Director/Comptroller

SUBJECT : Report of Cable Secretariat Operation
1 - 31 January 1968

1. Cables Processed

A. The combined work units of CIA and non-CIA cables totaled 61,693 items broken down as follows:

CIA IN	19,860
CIA OUT	7,926
Miscellaneous (including Archives 697)	4,790
Non-CIA	<u>29,117</u>
Total Work Units	61,693

B. CIA IN and OUT cables totaled 27,786 for 1 - 31 January 1968, a decrease of 4% over the same period in 1967 (29,058) and 23% more than the base period in 1963 (22,572).

C. Non-CIA cables for 1 - 31 January 1968 totaled 29,117, an increase of 20% more than the same period in 1967 (24,255) and 98% more than the same period in 1963 (14,738).

D. Work units totaled 61,693 for 1 - 31 January 1968 which is 6% more than the same period in 1967 (58,334) and 48% more than the base period in 1963 (41,740).

E. 1,575 cables or 3% of all cables processed were furnished to the Director, as compared to 1,463 or 3% for December 1967.

2. Personnel

A. In January 1968 we were notified by the O/PPB that our ceiling had been reduced from [] positions to [] positions. (In May 1967 the Cable Secretariat requested that the T/O be revised to provide for FY 1968 a total



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of eight additional positions raising our ceiling from [REDACTED] The O/PPB approved only four of the eight slots requested - raising our ceiling to [REDACTED] Our needs are still for a T/O of [REDACTED] positions.) Our production per T/O position (less the three top positions) has increased by 36% over the base period of 1963. 25X1A

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B. Last month we lost three persons. This leaves our strength at [REDACTED] making one person short of our new T/O of [REDACTED]

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3. General

A. We have made plans to purchase an automated A&M machine 2750 to tie in with the use of fanfold masters. This new machine should increase the rate of production and reduce costs thru the ability to: a) reproduce two sides of a sheet of paper, rather than one side at a time as is now the case, b) eliminate manual insertion of master, c) automatically eject masters faster after the run has been completed, and d) tend to eliminate operator fatigue. I estimate that we can pay for the machine in 18 months through reduced operator costs.

B. A Xerox telecopier was installed in the Cable Secretariat for use with the KY-3 secure voice system. This device makes it possible to use the KY-3 circuitry for the facsimile transmission at speeds of six minutes per page. This link makes it possible for the Cable Secretariat and TSD to talk and transmit messages securely. Others will in all probability make use of the service as time passes.

C. Three teletype machines have been installed in the Cable Secretariat so that we now receive State cables electrically on fanfold mats. Prior to receiving State cables electrically, they were delivered by courier. This new method of receiving cables has speeded up the receipt, improved the quality of copy, expedited processing, and has reduced the cost of making mats. It has increased our workload.

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[REDACTED]
Cable Secretary

5 February 1968

MEMORANDUM FOR THE RECORD

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Our monthly report for the period ending January 1968 states that a T/O of [REDACTED] persons is still needed. The six additional positions would be Info Control Clerks or 4 Clerks and 2 Cable Analysts or 3 Clerks, 2 Cable Analyst, and one CDO. Our memo for the record of 19 May 1967 has a breakdown as to how the positions would be used. Of Course, the actual positioning of the people would be subject to further study.